

# STUDENT PLANNING— SCHEDULING & REGISTRATION

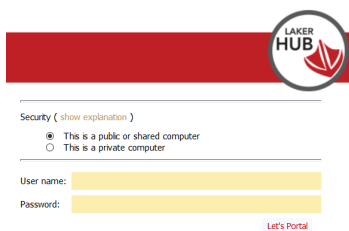
If you've already planned your courses, these instructions can serve as a reminder for scheduling and registration. **SCHEDULE COURSES & REGISTER** after your advisor's final approval each semester. If you have not already planned your courses, see **STUDENT PLANNING NEXT SEMESTER** or **STUDENT PLANNING ENTIRE DEGREE** instructions found at [www.lakelandcollege.edu/counseling-services/advising-resources](http://www.lakelandcollege.edu/counseling-services/advising-resources).

## REQUEST ADVISEMENT & CLEARANCE to register each semester.

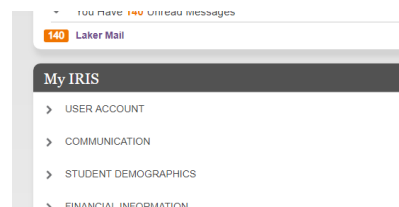
Even if your advisor approves your entire plan, the advisor will still need to advise you and clear you to register each semester.

## CONTACT YOUR ADVISOR for plan approval.

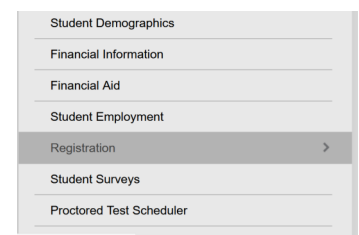
Log in to the Laker HUB.



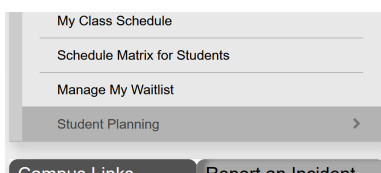
Find My IRIS in your Laker Hub.



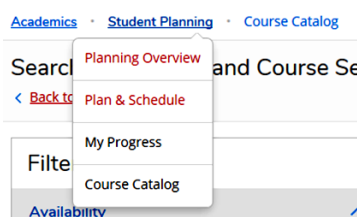
Select "Registration."



Once in the "Registration" menu, select "Student Planning."



Once you have added all of the courses for your program, CLICK "Student Planning" tab and select "Plan & Schedule" from the drop down menu.



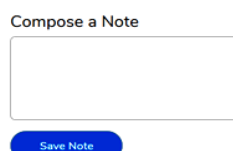
Select "Advising."

Schedule Timeline Advising Petitions & Waivers

Click "Request Review" to alert your advisor to review your planned courses and provide feedback and/or approve your plan.

Request Review

You may leave a note for your advisor. The advisor will be able to view your notes when reviewing your planned courses.



You may email your advisor by clicking on their hyperlinked name.

Plan your Degree and Schedule y

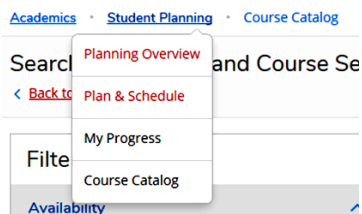
Schedule Timeline Advising Peti

My Advisors

✉ Cynthia Phipps (Academic)

Compose a Note

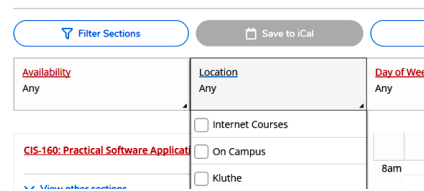
Click the "Student Planning" tab and select "Plan & Schedule" from the drop down menu.



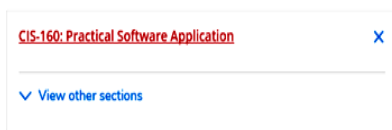
Click the arrows at the top until the correct semester is displayed at the top (Ex: Spring 2020). Your courses should be listed on the left side of the page.



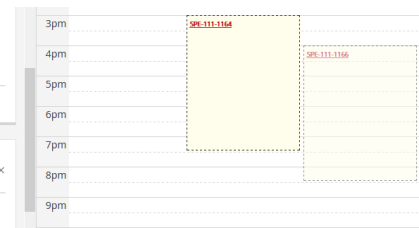
Click on the "Filter Sections" tab to open the filtering options. In the "Locations" section, select your preferred location for your first class.



Under the first planned course title, select the "View Other Sections" tab.



Section options should appear in the schedule to the right of your list of courses; you may need to advance through more than one page to see all options. Click on the section that works best for you to add it to your schedule.



Hint: Courses on the schedule that have a red exclamation point are full; you may not select these courses.

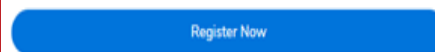


Repeat steps and for each course.

Hint: Be sure that none of your classes are conflicting!

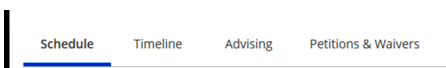


To complete your registration for your selected sections, click on the Blue "Register Now" box in the top right corner.

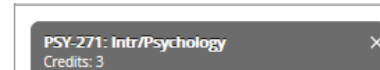


Courses for which you have completed registration should appear on your schedule to the left highlighted in green. (To register for each course individually, you may click on the "Register" button below each course title on the left.)

To double check that your registration for ALL courses has been completed, select the "Timeline" tab.



All registered classes will now appear under the semester in white boxes rather than a gray box. Gray boxes mean that registration for a course was not completed.



## COMPLETE INTENT TO GRADUATE

directly after registering for your final semester of classes to make sure that you are meeting all graduation requirements. Access the intent in IRIS in the HUB in the Student menu under "Degree Audit and Graduation."

Contact your advisor with questions regarding course selection. You may email your advisor through the Advising screen in Student Planning; from the "Student Planning" tab, select "Plan & Schedule" and then "Advising." Your advisor's contact information is also available through the Student menu in IRIS in the HUB; select "Registration" and then "Advisement Information."

Call Counseling Services at 217-234-5232 or email [counsel@lakelandcollege.edu](mailto:counsel@lakelandcollege.edu) with questions regarding Student Planning use.

